

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Honoring California's Veterans*



**Classification:** **Associate Property Agent (\$4255/\$5172) Two Positions**  
**Junior Property Agent (\$2724/\$3156) and Assistant Property Agent (\$3538/\$4300)**  
**Permanent, Full Time**

**Location:** Department of Veterans Affairs  
Farm and Home – Customer Services  
1227 O Street  
Sacramento, CA 95814

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Eligible honorably discharged veterans are encouraged to apply. **SROA PROVISIONS APPLY.**

**Duties and Responsibilities:**

Under the direction of the Senior Property Agent the incumbent will perform the following duties with minimal supervision, using a personal computer to prepare correspondence and other documents and using the Hewlett Packard12 calculator.

- Assist in the development of the annual escrow disclosure statements; assist in answering routine and the most technical telephone inquiries regarding the Cal-Vet Home Loan Program; i.e., policies and procedures, property tax payment, annual disclosure statements and loan amortization. Analyze the accounts and prepare a written analysis of the accounts payment history and make recommendations for issues that arise. Review, analyze, develop and grant hardship assistance in reference to the annual escrow disclosure, process closeouts and process title and property modifications. Provide assistance on the Tax Program, Title and Property Modification processes, payment issues and annual disclosure process. Act as liaison for the unit between other Farm and Home Units, ISD, Accounting and outside clients.
- Participate in the administrative functions of the Unit and Division including special projects, chair meetings, prepare function procedures.
- May act as Lead Agent.
- Other F&H division duties as assigned.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Human Resources Division  
1227 "O" Street, Room 402  
Sacramento, CA 95814

**Inquiries:**

Voice: (916) 653-1984  
TDD: (916) 653-1966

**Attn: Juanita Rios, Reference M80#127 and 129 06/07**

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

**Final Filing Date: May 25, 2007**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO: 831-453-5393-802 RELEASED: